



CONSULATE GENERAL OF THE UNITED STATES OF AMERICA
IMMIGRANT VISA UNIT, Museumplein 19, 1071 DJ AMSTERDAM, the Netherlands
immigrantvisasams@state.gov

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received an approved immigrant visa petition on your behalf. For additional information and frequently asked questions about the immigrant visa process, please refer to our website:

http://amsterdam.usconsulate.gov/iv_issuance.html

If you have specific questions relating to the status of your actual case, you may send an email, stating your full name and case number, to: immigrantvisasams@state.gov

While no specifics can be given at this time regarding the date and time of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

FIRST: Please send (e-mail or regular mail) a copy of the biopage of your passport to this office. In addition you need to complete the online application form, DS-260. The form can be found under: <https://ceac.state.gov/iv/>. When on this site click **continue** after which you will get the sign in screen. **To sign in, select: I am the Principal Applicant; In lieu of the NVC case number enter your AMS case number; In lieu of Invoice ID number, enter your date of birth as daymonthyear, e.g. 10JAN1982.** Please **do not** follow the DS-260 instructions to send your documents to the National Visa Center, but proceed with the **second** step on this checklist. We cannot initiate processing of your application until the electronic form has been uploaded. Please be aware that we are unable to schedule your appointment for the interview until you have completed all three steps.

SECOND: Obtain the following documents on this checklist, which pertain to you. As you obtain each document, check the box before each item obtained.

☐ **1. PASSPORTS:** A passport must be valid for travel to the United States and have at least 6 months validity beyond the issuance date of the visa. Please be advised that the visa will be issued in the same name as is listed in your passport. Children must have their own individual passports. **Do not** mail in your original passport unless **specifically requested to do so!**

☐ **2. BIRTH CERTIFICATES (original & one copy):** A birth certificate is required for each person named in the application. Birth records must be presented for all unmarried non-U.S. citizen children under age 21, even if they do not wish to immigrate at this time. The certificate must include the date and place of birth of the child and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any of your children were adopted, you must also submit a certified copy of the final adoption decree. Note that all Dutch civil documents are available as international versions (doc. A, B & C).

☐ **3. POLICE CERTIFICATES (original & one copy):** Every visa applicant aged 16 years or over, is required to submit a police certificate from the police authorities of each country of the applicant's nationality or current residence, where the applicant has resided for at least six months or longer, since attaining the age of sixteen. Police certificates must also be presented from all other countries where the applicant has resided for one year or longer. In addition, a police certificate must be obtained from the police authorities of every country where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in that specific country. The certificate from your current country of residence must be of *recent date* (not older than 6 months), when presented to the consular officer. Further information about obtaining

police certificates from specific countries can be found on the U.S. State Department website under the “Visa reciprocity and Country Documents Finder”: http://travel.state.gov/visa/fees/fees_3272.html

❑ 4. COURT AND PRISON RECORDS (original & two copies): Persons who have been convicted of a crime must submit each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. **It is a mandatory requirement to provide English translations of all court and prison records.**

❑ 5. MILITARY RECORDS (original & one copy): A military service record, if applicable and obtainable, is required.

❑ 6. PHOTOGRAPHS: Two color photographs for each applicant, regardless of age, is required. Please see our website for further details: http://amsterdam.usconsulate.gov/us_photo_instr.html

❑ 7. EVIDENCE OF SUPPORT (original completed form with original signature): Form I-864 (or I-864EZ - please see I-864EZ instructions for more information) and a contractual affidavit of support (Form I-864A, if applicable), must be submitted together with the most recent U.S. Tax Return (1040 & W2) for most family-based applicants, and for employment-based applicants, when a relative is the petitioner or has ownership interest in the petitioning business. Other applicants must provide evidence to show that they are not likely to become a public charge while in the United States:
<http://www.uscis.gov/portal/site/uscis> (Forms). More information is available at:
http://travel.state.gov/visa/immigrants/info/info_3183.html

❑ 8. MARRIAGE, DIVORCE & DEATH CERTIFICATES (original & one copy): Married persons are required to present a marriage certificate. Proof of the termination of any previous marriage must also be provided (e.g. death certificate of spouse; final divorce decree or annulment).

❑ 9. TRANSLATIONS (original & one copy): All documents not in English or Dutch must be accompanied by an English translation. Translations must be certified by a competent and registered translator. The original document that is being translated must also be presented with the original translation.

THIRD: PLEASE READ THE FOLLOWING CAREFULLY

After your request for an interview has been received and reviewed by the Immigrant Visa Unit, you will be scheduled for a visa interview at the earliest possible date. The time frame for this cannot be predicted in advance, as it depends on the type of the immigrant visa category you are applying for.

Normally you will not receive any further correspondence from this office until the appointment is scheduled. Each individual immigrant visa applicant must be prepared to pay the visa fee on the appointment date. For detailed information about immigrant visa fees please see our website: http://amsterdam.usconsulate.gov/iv_fees.html.

You do not need to contact this office unless you have to report a CHANGE OF ADDRESS or a change in your situation, such as marriage, death of petitioner, or birth of children, etc, or if we have requested additional information from you.

The Consulate General cannot confirm receipt of documents. If you wish to receive a confirmation you may choose to use registered mail (Aangetekend, PostNL).

Request for Immigrant Visa Application Interview

- I attest that I have all of the documents specified above, which are applicable to me.
- I am prepared for my immigrant visa application interview.
- I fully realize that no advance assurance can be given regarding when or whether a visa will actually be issued to me.
- I also understand that I **should NOT resign from my place of employment, sell any property, or make any final travel arrangements until the visa has actually been issued and is in my possession.**

Date: _____

Case Number: _____

Print Name: _____

Current address: _____

E-mail Address: _____

Signature: _____

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU HAVE MAILED THIS FORM TO THIS OFFICE.

DO NOT FAX OR E-MAIL ANY DOCUMENTS, EXCEPT THE BIOPAGE OF YOUR PASSPORT. YOU WILL NEED TO BRING ALL YOUR ORIGINAL DOCUMENTS, WITH PHOTOCOPIES, TO YOUR FINAL INTERVIEW APPOINTMENT.

AFTER WE HAVE RECEIVED AND REVIEWED THIS FORM, YOUR APPOINTMENT LETTER AND/OR FURTHER INFORMATION WILL BE SENT TO YOU WITHIN 2 - 4 WEEKS.

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.

On the appointment day please bring the following items:

- Visa Fee (Please see the website for the current visa fee)
- Your Original Passport
- All required documents

The original documents will be returned to you after the formal visa interview with the consular officer has taken place.